

DDA Registry

File Personnel-5

TO: CMO

8 August 1975

A/DD/A

*[Handwritten signature]*

Subject: Junior Officer Training for Field Assignment

John:

1. The attached paper from Tom Yale outlines an excellent plan for giving some of our non-MF'ers a good background for Class B Station finances. Naturally he addressed only the finance part of training. The goal for our non-MG junior officers being prepared for an overseas assignment should be to broaden their outlook on administration so they will be prepared to handle all aspects of support in an effective manner.

2. I have attached a work sheet we devised in LA Division. We used this on an individual basis for all DDA personnel going to the field and for the D Careerist Ops Support Assistants assigned to small stations. We wanted the individuals for at least six months and tailored the courses to the time available. This work sheet outlines the ultimate and was continually being updated. It was rare that we managed to work everything in.

3. I have talked to Shirley about this type of training for all support officers assigned overseas but we have agreed that it will have to be a joint arrangement with the division concerned. If you will please return this package to me as I would like to add Tom Yale's paper to the other material Shirley is accumulating.



STATINTL

*O'Day* *TNX*  
*[Handwritten signature]*

CONFIDENTIAL

18 JUL 1975

MEMORANDUM FOR: Associate Deputy Director for Administration

SUBJECT : Assignment and Rotation of Junior Administrative Officers to Field Stations

REFERENCE : Memo to A/DDA fm D/Finance, dtd. 3 June 75, Same Subject

1. In accordance with my memorandum to you of 3 June 1975, Same Subject, I would like to recommend what I believe is appropriate necessary training, as far as the Office of Finance is concerned, for Junior Administrative Officers assigned to Class B field stations.

2. First of all, I think the Field Administration Course given by OTR is a "must". This is a three-week course scheduled as follows:

1st week - Logistics: Type II property accounting; instruction is by an OL careerist.

2nd week - Personnel: Reading/discussion of pertinent Personnel regulations highlighted by lectures from OP careerists.

Foreign Travel: Instruction by an OF careerist; lectures, practice problems, quizzes and test.

Records Management: A lecture presentation by an OTR records management officer.

Security: A lecture by an OS careerist; a full day is devoted to physical security procedures at the [REDACTED] 25X1A

3rd week - Class B Accounting Procedures: Instruction by an OF careerist via lectures, problem entries requiring maintenance of Class B

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CONFIDENTIAL

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accounting records for a number of months; quiz and a test. A lecture by a representative of the Audit Staff is also given, geared to type of audit made at Class B Stations.

3. In addition to the Field Administration Course, the following on-the-job financial training is recommended:

Within Office of Finance - 3 weeks

3 days with Monetary Division (Field Funding, Disbursing Procedures),

4 days with Certification and Liaison Division/Accounts and Analysis Division (Medical Claims, Credit Union Transactions, and Audit of Travel Accountings),

3 days with [REDACTED],

2 days with Assistant Director for Liaison (State Department Agreements and Reimbursement Procedures),

3 days with Compensation and Tax Division.

Within Area Division B&F - 2 weeks

2 weeks with Area Division, Budget and Finance Branch (Audit and Familiarization of Station Accountings and Finance and Budget Matters).

4. Other than the Field Administration Course noted above, the on-the-job training can be adjusted depending upon the specific station to which the Junior Administrative Officer may be assigned. I believe planned training for prospective Junior DDA Officers assigned to Class B Stations will help the Area Divisions and assure to the extent possible that the DDA Representative is trained to handle his/her assignment.

[REDACTED]  
Thomas B. Yale  
Director of Finance

25X1A

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Director of Finance  
1212 Key Building

EXTENSION

3194

NO.

DATE

18 July 1975

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Associate Deputy Director  
for Administration  
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